



LOST AND FOUND POLICY

On-Site During the Conference:

❖ Lost Items

Attendees who find a lost item should proceed to the Conference Management Office located in Meeting Room N427c on Level 4. To report a lost item, fill out the [Lost Item Reporting Form](#).

❖ Found Items

If you find an item during the conference, please bring it to the Conference Management Office immediately. Our staff will document the found item and store it securely until claimed.

❖ Claiming Lost Items

To claim a lost item, visit the Conference Management Office and provide a detailed description of the item. Proper identification may be required to ensure the item is returned to the rightful owner.

Post-Conference Reporting:

❖ Lost Item Reporting Form

If you realize you've lost an item after the conference, please complete the [Lost Item Reporting Form](#). Provide accurate details about the lost item, including a description, date, time, and location where it was last seen.

❖ Follow-Up

Our team will review the Lost Item Reporting regularly. If a matching item is found, we will contact you using the provided contact information to arrange for its return.



General Guidelines:

❖ Timely Reporting

Attendees are encouraged to report lost items or submit a Lost Item Reporting Form as soon as possible.

❖ Identification Requirements

When claiming a lost item, be prepared to provide identification to verify ownership.

❖ Storage Period

Found items will be securely stored for 30 days after the conference.

Unclaimed items may be donated or disposed of after the storage period expires.

❖ Valuables

Valuables, such as wallets, keys, and electronic devices, will be handled with extra care.

For security reasons, high-value items may have additional verification measures.

❖ No Guarantees

While our team will make every effort to reunite attendees with their lost items, we cannot guarantee the recovery of all lost possessions.

❖ Contact Information

On-site During the Conference: Room N427c - Level 4 | 312-791-6603

Post-Conference: registration@wef.org

Lost Item Reporting Form Link: <https://forms.office.com/r/6LHLD6ePf2>



WE APPRECIATE YOUR COOPERATION IN ADHERING TO THIS LOST AND FOUND POLICY. OUR GOAL IS TO FACILITATE THE PROMPT AND SECURE RETURN OF LOST ITEMS TO THEIR OWNERS. THANK YOU FOR BEING PART OF WEFTEC AND WE HOPE YOU HAVE A FANTASTIC EXPERIENCE.